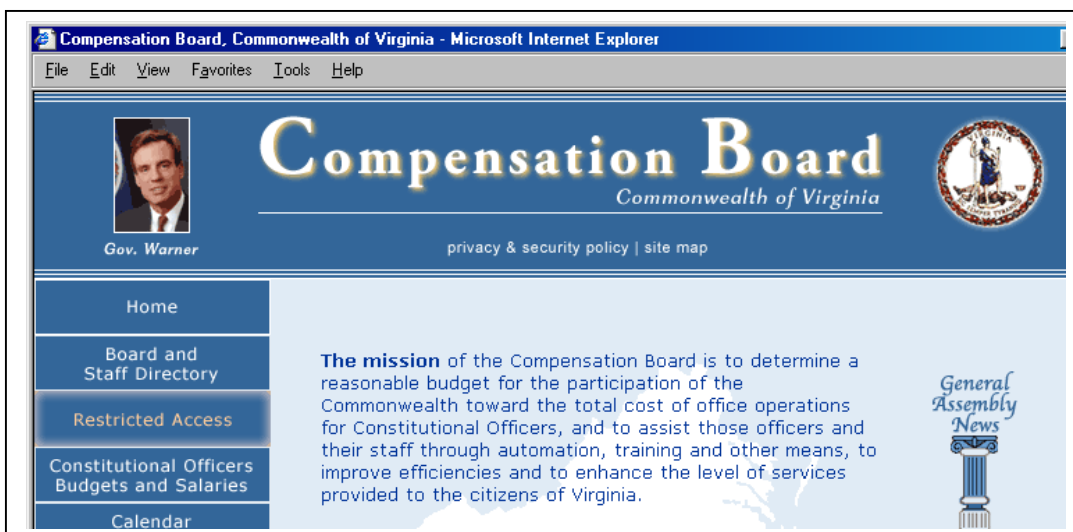
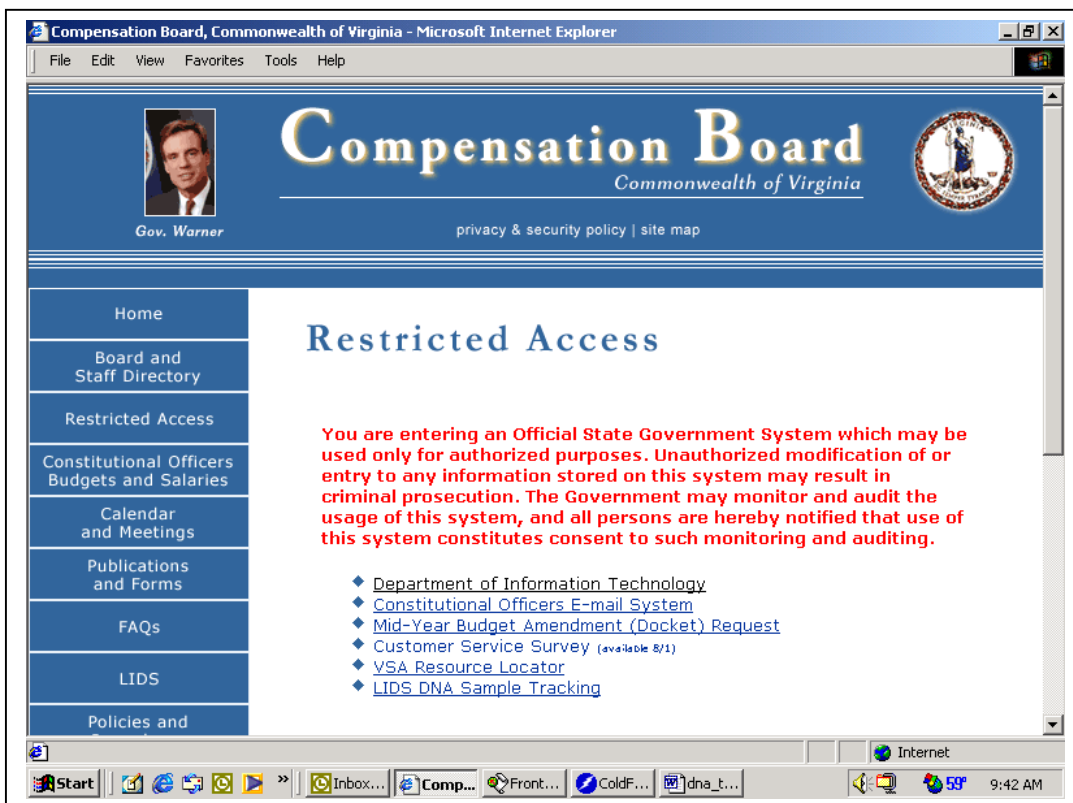


LIDS DNA Tracking

The LIDS DNA Tracking system is found on the [Compensation Board's website](#), under the [Restricted Access](#) button.



Please read and comply with the general security statement and then click on [LIDS DNA Sample Tracking](#).



In order to log into the LIDS DNA Tracking system, it will be necessary to enter the VCIN user-name (this is your agency's ORI, as assigned by the Virginia State Police) as the 'User ID' and the ORI mnemonic password as the 'Password'. You can retrieve the "[list of qualifying offenses for DNA at arrest](#)" without logging into the system. We recommend you check this list prior to taking a DNA sample. Updates to this list will be denoted with a revision date to the right of the title.

Compensation Board
Commonwealth of Virginia

Gov. Warner

privacy & security policy | site map

LIDS DNA Sample TRACKING - LOGIN

§ 19.2-310.6. **Unauthorized uses of DNA data bank;** Any person who, without authority, disseminates information contained in the data bank shall be guilty of a Class 3 misdemeanor. Any person who disseminates, receives, or otherwise uses or attempts to so use information in the data bank, knowing that such dissemination, receipt, or other use is for a purpose other than as authorized by law, shall be guilty of a Class 1 misdemeanor. Except as authorized by law, any person who, for purposes of having DNA analysis performed, obtains or attempts to obtain any sample submitted to the Division of Forensic Science for analysis shall be guilty of a Class 5 felony.

[Click here for a list of qualifying violent felony / burglary offenses requiring a DNA Sample upon arrest](#)

[Click here for User Instructions](#)

User ID Password

When you have successfully logged into the system, you will be taken to the LIDS DNA Sample Tracking Main Menu. This page will allow you to inquire on DNA samples previously taken as well as add a new DNA entry.

LIDS DNA Sample TRACKING Main Menu

CHARL/ALBE/UVA EOC

§ 19.2-310.6. **Unauthorized uses of DNA data bank;** Any person who, without authority, disseminates information contained in the data bank shall be guilty of a Class 3 misdemeanor. Any person who disseminates, receives, or otherwise uses or attempts to so use information in the data bank, knowing that such dissemination, receipt, or other use is for a purpose other than as authorized by law, shall be guilty of a Class 1 misdemeanor. Except as authorized by law, any person who, for purposes of having DNA analysis performed, obtains or attempts to obtain any sample submitted to the Division of Forensic Science for analysis shall be guilty of a Class 5 felony.

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Inquire By SSN
Enter the SSN? and
(Caution -- not all historical entries have a SSN)
You must enter all 9 digits of the SSN.

or

Inquire By Name
Enter Last Name First Name
and
You must enter at least 2 characters of the last name, the first name (full or partial) is optional.

or

Add a NEW Entry ONLY AFTER the sample has been taken
Enter the SSN
You must enter all 9 digits of the SSN.(enter all 9s if the ssn is unknown)

Adult Felony Conviction
Juvenile Felony Conviction
Qualified Felony Arrest

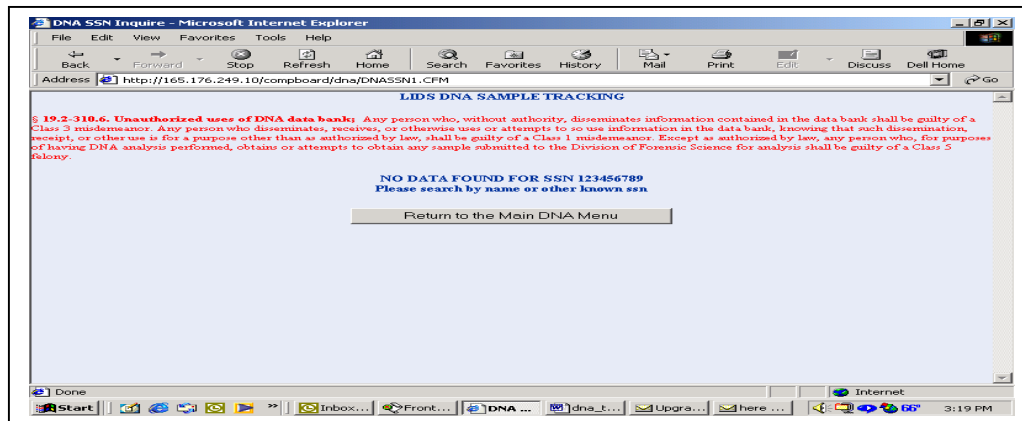
Prior to taking a DNA sample, you are required to check to see if a DNA sample has been previously taken. There are several ways to search for DNA sampling information. You can search by social security number (SSN) or by Name.

Searching by Social Security Number (SSN)

In order to search by SSN it will be necessary to enter all nine digits of the SSN and click on the begin search button.

If the record of a prior DNA sample exists, a page like the one listed below will be displayed. If information exists, you should not take another DNA sample, unless the Division of Forensic Science has specifically requested the sample. If it is not necessary to take a DNA Sample you can either click on the 'Return to the Main DNA Menu' or close the Browser.

If no information exists, an error page like the one listed below will be returned. If no information exists you are required to take a DNA sample and record it in the LIDS DNA Tracking system prior to releasing the offender from custody. As offenders often have multiple identities it is recommended to search on all known social security numbers and names prior to taking a DNA sample.



Searching by Name

If you are unable to obtain the offender's SSN, you will need to search by name in order to see if a DNA sample has been taken previously. Although you are only required to enter the first two characters of the last name, entering the complete last and first names are highly recommended. Enter the offenders name and click on the 'Begin Search' button.

If information exists on the name you have entered, a page like the one listed below will be displayed. This page lists all the samples matching, or partially matching, the name entered. To view a specific entry, click on the SSN.

Click on the SSN to view details

SSN	DCN	Name	Birth Date	ORI	Reason	DNA Date
225273112		JONES, jesse	06/01/1975		Adult Felony Conviction	04/09/1999
229922935		JONES, JESSE DAVID	04/10/1962		Adult Felony Conviction	06/06/1995
231724956		JONES, jesse e	07/17/1949		Adult Felony Conviction	05/23/2002
222111222	23	JONES, JESSE FRED	12/14/1956	VA002003N	Adult Felony Conviction	10/08/2002
225297832		JONES, jesse l	07/16/1980		Adult Felony Conviction	09/22/1999
228311706		JONES, jessie j	01/28/1984		Adult Felony Conviction	02/26/2001

Return to the Main DNA Menu

To view more specific details, click on the SSN.

DNA Detail Display - Microsoft Internet Explorer

LIDS DNA Sample TRACKING

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SSN: 225273112

Name: JONES, jesse

Date of Birth: 06/01/1975

SID: 04/09/1999

DNA Sample Taken: 04/09/1999

Collecting Agency (ORD): Adult Felony Conviction

Reason: Adult Felony Conviction

Return to the Main DNA Menu

If DNA sampling information exists, you do not need to take another DNA sample. If however, no information exists you will need to take a DNA sample prior to releasing the offender from custody. As offenders often have multiple identities it is recommended to search on all known social security numbers and names prior to taking a DNA sample.

Recording an Entry

To record an entry in the LIDS DNA Tracking system, enter the SSN in the 'Add a New Entry' section of the menu, click on the reason you are taking the sample and then click the 'Begin Add Entry' button. If the SSN is not known, enter all nines (999999999) as the SSN.

Enter the Offender's Name (Last and First name are required) and Date of Birth, if known. If the birth date is not known, enter 'unknown'. If the DNA sample is the result of a qualifying arrest, the Document Control Number (DCN) must be entered. If the DNA sample is the result of a felony conviction, the State Identification Number (SID) must be entered. Click on the 'Continue' button to verify and record the entry. Click on the 'Return to DNA Menu' button if you do not want to continue.

Clicking on the 'Continue' button will present a confirmation page where the offender's information should be reviewed. The 'No Return to the Main DNA Menu' will exit the entry process, and the entry will not be added. The 'No, I need to make a change' button will allow you to change the information you have entered. The 'Yes it is Correct' button will add the entry to the DNA Tracking database. Click on the appropriate button after reviewing the offender's information.

DNA Add Display - Microsoft Internet Explorer

File Edit View Favorites Tools Help

LIDS DNA Sample TRACKING

CHARL/ALBE/UVA EOC

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SSN: 233123456

Name: Offender, Ima Real

Date of Birth: 12/24/1956 **SID:** va2329419x

Sample Reason: Adult Felony Conviction

Collecting Agency (ORI): VA002003N - CHARL/ALBE/UVA EOC

IS THIS INFORMATION CORRECT?

NO Return to the Main DNA Menu NO I need to make a change Yes it is correct

Done Internet

Start Inbo... DNA ... Front... Cold... dna_... ANN... 61* 10:18 AM

Successful Entry Confirmation

If you clicked on the 'Yes it is Correct' button, the offender's information you have entered will be added to the DNA Tracking database and you will receive a confirmation page. You can either click on the 'Return to Main DNA menu' button to return to the DNA Tracking Menu, or close the browser directly.



Correcting An Entry

Clicking on the 'No I Need to Make a Change' button will return you to the entry screen. Tab to the incorrect field and overwrite the information contained in the field. Click on the 'Continue' button when all corrections have been made.

LIDS DNA Sample Tracking
CHARL/ALBE/UVA EOC

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[Click here for User Instructions](#)

SSN: 223114455

Last Name: Offender First Name: Ima Middle Name: Real Suffix:

Date of Birth (mm/dd/yyyy): enter 'UNKNOWN' if not known 12/24/1956 SID: va2349133x

Sample Reason: Adult Felony Conviction

Collecting Agency (ORD): VA002003N - CHARL/ALBE/UVA EOC

Correcting an Entry after it has been recorded

The Virginia State Police will verify arrest and conviction information and routine file clean up to remove erroneous and invalid entries will be performed. Arrest information will be removed if the arrest does not result in a felony conviction, or if there are no additional qualifying arrests pending.

Who to Contact if I have a problem recording an Entry?

Please contact the [Compensation Board](#).

Craig Giegerich	(804) 786-0786 x216	cgiegerich@scb.state.va.us
Anne Wilmoth	(804) 786-0786 x222	awilmoth@scb.state.va.us
Alice Coe	(804) 786-0786 x207	acoe@scb.state.va.us
Sue Kelly-Graham	(804) 786-0786 x220	skelly-graham@scb.state.va.us

Who to Contact if I have a question regarding about DNA sampling information?

Please contact the DNA Data Bank, Division of Forensic Science
 Telephone - (804) 786-3789
 Fax – (804) 786-9985

Who to Contact if I have a question about my logon and password?

Please contact the [Compensation Board](#).

Craig Giegerich	(804) 786-0786 x216	cgiegerich@scb.state.va.us
Anne Wilmoth	(804) 786-0786 x222	awilmoth@scb.state.va.us